

JOB POSTING
Office of the Commissioner
JOB OPPORTUNITIES
SUMMER WORKER-HUMAN RESOURCES DIVISION

PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: 460 Silver Street, Middletown, CT 06457
Program/Unit: Human Resources Division
Job Posting No: OC-107697
Shift/Schedule/Hours: 8:00 a.m. – 4:30 p.m.; Monday-Friday
Salary: \$10.10 - \$11.00 hourly (Depending on previous Summer Worker experience and/or number of college credits).
Posting Date: May 14, 2014 **Closing Date:** May 28, 2014

Duties may include but not limited to: Physically moving a large number of 5-drawer file cabinets, boxing and inventorying old records; assists maintenance in break down and reconstruction of work areas; physically relocate work stations and assist with establishment of new records retention system for human resource records and recruitment files.

Requirements: Prospective hires must have the ability to lift and move files; ability to file and inventory items; ability to learn record retention; ability to work with confidential records and maintain confidentiality. Applicants must have adequate physical strength and stamina to perform duties.

Working Conditions: Incumbents may be required to do moderate to heavy lifting

Application Instructions:

Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** on the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

PLEASE SEND APPLICATIONS TO:
Office of the Commissioner
Human Resources Division
410 Capitol Avenue, MS #14HRD
Hartford, CT 06106
Attn: Harlynn E. Jackson
Email: harlynn.jackson@ct.gov
Fax: 860-418-6787

The State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.